

<b>STANDARD PROCEDURE</b>		PAGE: 1 OF 4	
ISSUED BY: SECURITY			
EFFECTIVE DATE: 9/8/97			
PROCEDURE # 5.1			
SUBJECT: EMERGENCIES			
DISTRIBUTION CODE: A,D		CONTACT: Security Officer	
		Station:	#17
		Phone:	564-5200

## I. POLICY

It is the policy of the Kentucky Revenue Cabinet (KRC) management to ensure that all KRC employees are aware of procedures to follow in case of an emergency.

## II. EMERGENCY PHONE NUMBERS

☞	Fire, Medical, Police or Bomb Threat	<b>9-911</b>
☞	Facilities Security	<b>564-5305</b>
☞	Frankfort Police Dept.	<b>9-875-8582</b>
☞	Kentucky State Police	<b>9-227-2221</b>
☞	Disaster Emergency Services	<b>564-8638</b>

## III. PROCEDURES

The following emergencies will be addressed in this Standard Procedure and in more detail in KRC's Business Recovery Plan:

- ☞ Severe Weather
- ☞ Fire
- ☞ Medical Emergency
- ☞ Bomb Threat
- ☞ Violence in the Work Place

### A. Severe Weather

If a tornado or severe weather warning is received, all KRC employees will be directed to seek shelter in the facility's designated shelter area and await additional instructions.

### B. Fire

- ☞ Alert others in the immediate area.
- ☞ If the fire is small, and you are trained, attempt to extinguish.
- ☞ If you are unable to extinguish the fire, call the local fire department. Then notify the designated KRC safety coordinator for your floor or facility, if possible.
- ☞ When the building fire alarm sounds, evacuate the building to the designated safe assembly area and stand by for a personnel check.
- ☞ **Do not** attempt to use the elevators during evacuation. The elevators deactivate when the alarm sounds.

<b>STANDARD PROCEDURE</b>	PAGE: 2 OF 4
ISSUED BY: HUMAN RESOURCES BRANCH	
EFFECTIVE DATE: 9/8/97	
PROCEDURE # 5.1	
SUBJECT: EMERGENCIES	

- ☞ Help the disabled or others requiring assistance in case of an evacuation.

#### **C. Medical**

- ☞ In case of a serious illness or injury in your area, call **9-911**.
- ☞ When reported, the emergency should be specific as to type of problem and the location of the individual needing attention.
- ☞ The safety coordinator or designee shall be prepared to meet emergency personnel.

#### **D. Bomb Threat**

- ☞ If a Bomb Threat is received by telephone, try to obtain as much information as possible from the caller: . . type of bomb, location of the bomb, description of the bomb, why the bomb was set, etc.
- ☞ Call Emergency Alert Number **9-911**, report call and follow instructions
- ☞ Contact designated safety coordinator and report call.

**Evacuation Policy:** In the event the building must be evacuated, everyone must move away from the building a minimum of 300 feet.

#### **E. Work Place Violence**

- ☞ If violence occurs in your work area, remain calm and alert the Police and/or Emergency Medical Personnel.
- ☞ If possible, contact your designated safety coordinator.

### **IV. KRC FACILITIES SAFETY COORDINATOR**

KRC has designated safety coordinators for each floor and/or facility. The listing below provides the name of the work area, location, and phone number of the designated safety coordinators. Refer to the KRC Business Recovery Plan for a listing of the designated coordinators.

<u>Work Area</u>	<u>Location</u>	<u>Phone</u>	<u>Station #</u>
<b>OFFICE OF THE SECRETARY</b>			
Office of the Secretary	200 Fair Oaks Lane	564-3226	1
Ombudsman	200 Fair Oaks Lane	564-7822	15
Budget Branch	200 Fair Oaks Lane	564-3642	10
Human Resources Branch	200 Fair Oaks Lane	564-3640	11
Property and Support Branch	200 Fair Oaks Lane	564-3658	35

#### **DEPARTMENT OF LAW**

<b>STANDARD PROCEDURE</b>	PAGE: 3 OF 4
ISSUED BY: HUMAN RESOURCES BRANCH	
EFFECTIVE DATE: 9/8/97	
PROCEDURE # 5.1	
SUBJECT: EMERGENCIES	

Protest Resolution	200 Fair Oaks Lane	564-6734	7
Division of Collections	100 Fair Oaks Lane	564-4921	41
Louisville Collections Branch	200 South 7th St.	(502) 595-2339	
	Suite 505, Louisville, 40202 2721		

#### **DEPARTMENT OF INFORMATION TECHNOLOGY**

Planning & Systems Branch	100 Fair Oaks Lane	564-9382	46
---------------------------	--------------------	----------	----

#### **DEPARTMENT OF PROPERTY TAX**

Division of State Valuation	200 Fair Oaks Lane	564-8160	32
Division of Local Valuation	200 Fair Oaks Lane	564-8340	30

#### **DEPARTMENT OF TAX ADMINISTRATION**

##### **Division of Revenue Operations:**

Central Files Section	100 Fair Oaks Lane	564-3481	70
A/R and Miscellaneous Branch	1266 Perimeter Park	564-3307	21
Business Tax Branch	1266 Perimeter Park	564-7907	23
Individual Income Tax Branch	1266 Perimeter Park	564-3170	26A

##### **Division of Taxpayer Compliance:**

Individual Income Tax Branch	200 Fair Oaks Lane	564-5432	68
Miscellaneous Tax Branch	200 Fair Oaks Lane	564-3853	63

##### **Division of Field Operations:**

Audit Selection	500 West Main St. Frankfort, Ky.	564-4552	85
-----------------	-------------------------------------	----------	----

##### **Taxpayer Service Centers:**

Ashland Service Office	134 Sixteenth Street Ashland, Ky. 41101 7670	(606) 920-2037	
------------------------	---	----------------	--

Bowling Green Service Office	1502 Western Street Bowling Green, Ky. 42104 3356	(502) 746-7470	
------------------------------	--	----------------	--

Corbin Service Office	1707 18th Street, Suite 5 Corbin, Ky. 40701 8676	(606) 528-3322	
-----------------------	--	----------------	--

Hazard Service Office	233 Birch Street Hazard, Ky. 41701 2170	(606) 435-6017	
-----------------------	--	----------------	--

Hopkinsville Service Office	105 Hammond Plaza 4011 Ft. Campbell Blvd.	(502) 889-6521	
-----------------------------	--	----------------	--

<b>STANDARD PROCEDURE</b>	PAGE: 4 OF 4
ISSUED BY: HUMAN RESOURCES BRANCH	
EFFECTIVE DATE: 9/8/97	
PROCEDURE # 5.1	
SUBJECT: EMERGENCIES	

Hopkinsville, Ky. 42240 4929

Lexington Service Office	301 East Main Street Suite 500 Lexington, Ky. 40507 1556	(606) 246-2165
Louisville Service Office	620 South Third Street Suite 102 Louisville, Ky. 40202 2446	(502) 595-4512
Northern Kentucky Service Office	Turfway Ridge Office Park 7310 Turfway Road Florence, Ky. 41041-1385	(606) 292-6603
Owensboro Service Office	401 Federica Street Building C, Suite 201 Owensboro, Ky. 42302	(502) 687-7301
Paducah Service Office	555 Jefferson Street Paducah Bank Bldg. Suite 306 Paducah, Ky. 42001-1001	(502) 575-7148
Pikeville Service Office	5333 North Mayo Trail Pikeville, Ky. 41501	(606) 433-7675

**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "CREATION, REVISION AND DELETION OF KRC POLICIES AND PROCEDURES"**

**DISTRIBUTION CODES:**

<b>A. Senior Management</b>	<b>B. Division Directors</b>	<b>C. Branch Managers\Supervisors</b>
<b>D. Cabinet Personnel</b>	<b>E. Division Personnel</b>	<b>F. Branch Personnel</b>